

ROCKINGHAM COUNTY DETENTION FACILITY

P.O. Box 186

Wentworth, NC 27375

POLICY #: 5.05

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POLICY TITLE: TELEPHONE PRIVILEGES

DATE: JANUARY 2016

RELATED N.C.

STANDARDS: .0203

POLICY STATEMENT: Recognizing that the need for inmates to be able to communicate with friends, family members, business associates, legal representatives and others is crucial to maintain order within the facility, officials of the Rockingham County Detention Facility have contracted with a company to provide inmates with a reasonable opportunity to utilize phones throughout the facility.

With the exception of those calls provided to inmates during their initial admission to the facility, inmates will be provided access to telephones at times authorized by this policy.

SPECIFIC PROCEDURES:

1. Phone Privileges for Newly Admitted Inmates: Pursuant to the guidelines specified in Rockingham County Detention Facility Policy 2.06, "Communication with Attorney's and Others," newly admitted inmates can be afforded the opportunity to place local phone calls free of charge to attorneys, friends, family members, business associates, or others in order to notify them of their confinement.
2. Phone Calling Privileges for General Population Inmates:
 - A. Telephones will be made available for use by inmates in Booking, the Pods, and the Dorm.
 - B. Under Federal Law for Safety and Security of the Facility all inmate calls will be recorded and may be monitored. The Chief Jailer and The Chief Deputy will have monitoring and recording equipment. Only the following personal will have access to this equipment.
 1. The Chief Jailer
 2. The Chief Deputy
 3. The Assistant Jail Administrators
 4. The Lieutenants of the Detectives
 5. The Contract Company for service and maintenance purposes

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- C. Telephones will be made operational for inmate use from 8:00 a.m. until 2200 hours each day in the pods and the dorm. Only collect calls will be allowed from these phones.
- D. The telephone system utilized by the Rockingham County Detention Facility allows inmates to remain on the phone for a period of fifteen (15) minutes at which time the phone will automatically disconnect. Inmates may place as many phone calls as desired during those hours the phone is operational.
- E. Inmates will not be allowed to accept incoming telephone calls. In a verified emergency situation, a message will be taken by the detention officer answering the phone and delivered to the inmate.
- F. Should an emergency arise and an inmate needs to utilize a phone during a time that is inoperable, the chief jailer, lieutenant, or detention supervisor will be contacted and will verify that the emergency exists. Under no condition will an inmate be allowed to use the phone during these times without the expressed approval of the chief jailer, lieutenant, or detention supervisor.

Reviewed and Approved: _____



Date: _____

1-26-16

ROCKINGHAM COUNTY DETENTION FACILITY

P.O. Box 186

Wentworth, NC 27375

POLICY #: 5.06

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POLICY TITLE: VISITATION

DATE: JANUARY 2016

RELATED NC

STANDARDS: .1208; .2403

POLICY STATEMENT: As directed by the Sheriff, inmates confined in the Rockingham County Detention Center will be provided with the opportunity to visit with family, friends and professionals during times designated for visiting by the Chief Jailer. Inmate visits may be restricted consistent with administrative limitations and the need to uphold jail security.

SPECIFIC PROCEDURES:

1. **Definitions:** For purposes of this policy, the following definitions shall apply:
 - A. **Social Visits:** Any visit to an inmate by a family member, friend, or individual listed on the inmates visiting list.
 - B. **Professional Visits:** Any visit to an inmate made by an attorney, paralegal, law clerk or law enforcement official.
 - C. **Non-Contact Visits:** Any visit in which no physical contact is allowed between the inmate and the visitor. All visits at the Rockingham County Detention Center will be non-contact video visitations.
 - D. **Contact Visits:** Any visit in which physical contact is allowed. Generally contact visits are limited to professional visits only.
1. **General Guidelines for Social Visits with Family and Friends:**
 - A. Upon admission to the facility, the intake officer will advise the inmate to list the names, addresses and date of birth of 6 individuals the inmate desires to have visit him/her while confined at the facility on an Inmate Visitor List (Attachment #35). To ensure all inmates are able to get their visits in a timely manner, there will only be 4 visitors allowed to visit once a week either day or night but only one visit per week. If an inmate does not have a visitation sheet in the book they will not be allowed a visit.

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- B. Upon their request to a Detention Officer, inmates will be afforded the opportunity to change or revise their visitation list every 60 days. Officers will make available a new form for inmates to update their visitation list.
- C. Visiting hours will be every Friday, Saturday and Sunday. The first letter of the inmates' last name determines the hours with the exception of the females. The visiting hours are as follows:

Females: Friday	Any visitors A-Z	1:30 pm - 3:30 pm 7:00 pm - 8:30 pm
Males: Saturday	A-L	1:30 pm - 5:00 pm
Males: Sunday	M-Z	1:30 pm - 5:00 pm

- D. All social visits will be **15 minutes** at the Detention Center. All social visits will be non-contact video visits. All visitors must be signed in for 15 minutes before visitation is scheduled to end. Inmates are limited to one 15-minute visit per week.
- E. The officer posted in the public lobby with visitors shall provide for continuous visual observation of the main visiting area during visiting hours. Officers in the pod will maintain observation of the inmates during visitation in their designated areas. Officers should generally not listen to conversations unless they feel that a conversation may threaten the security of the facility.
- F. The Chief Jailer or Lieutenants will have the sole authority to authorize and schedule a special visit during non-visitation hours or to approve a visit by an individual not listed on the inmates visiting list. Special visits will be limited to family members and will only be approved after verification is established that the visitor has traveled a distance of 100 miles or more. The Chief Jailer or Lieutenants will further verify that the inmate desires to visit with the family member. Family members from out of town must have a valid photo ID that verifies the out of state address they are coming from.
- G. Inmates classified as Weekenders will not receive social visits.
- H. Inmates will be advised of visiting hours through publication of this information in the Inmate Handbook.

2. General Guidelines for Professional Visits:

- A. Professional visitors will be allowed to visit inmates any day of the week, provided the visit does not jeopardize the security of the jail or interfere with normal operation of the facility (i.e. headcount, meal service, lockdown). Although restrictions should

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not be placed on professional visitors, detention officers should use reasonable discretion when allowing such visitors access to inmates (i.e. contact visits).

- B. All professional visits may be contact or non-contact and will be private. Professional visitors requesting a contact visit will be subject to being searched prior to allowing visit. Attorneys will not be allowed to have cellphones during contact visits. Officers may remain within visual contact of the inmate and the professional visitor, but may not under any circumstance, listen to the conversation between these individuals. NOTE: All Attorney visits will be documented in the system and on the Attorney Log (Attachment #36).

3. General Guidelines for Visitation with other than Professional or Social Visitors:

- A. Visits with members of the Media: Members of the media (i.e. newspaper reporters, television reporters, etc.) may visit/speak with an inmate only if the following conditions have been met:
 - 1. The inmate has consented to meet with the media and waiver or presence of counsel is signed: and,
 - 2. Advance notice of the visit has been given to the Chief Jailer.
- B. Visits with Children Under the age of 16: Children under the age of 16 do not have to have photo identification and will be allowed to visit with an inmate only if an adult accompanies them. The adult should be an individual listed on the inmate visitation list. **All Children under the age of 16 must be on the list.**
- C. Visits with Clergy: At the request of an inmate or clergy member, the Chief Jailer or designee may arrange for an inmate to visit with clergy. The clergy requesting a visit must have a valid ID and a card that identifies them as a clergy member. These visits can be scheduled with the Administrative Assistant in the Detention Admin Department. Arrangements for such visits will be made through the Chief Jailer or designee. Under special circumstances the Chief Jailer or designee may approve a contact visit with a clergy member (i.e. performance of religious ceremony). In this situation, members of the clergy are subject to a frisk search by Detention Officers and are required to disclose the contents of all property being carried into the facility (i.e. briefcases, books), prior to being allowed to visit with the inmate. NOTE: All clergy visits will be documented in the system and on the Ministry Log (Attachment #37).

- 4. Procedures to be followed for Admitting Visitors to the Facility: Detention Officers are required to observe the following guidelines when admitting visitors to the facility.

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- A. All visitors 16 and older will be required to produce an acceptable form of identification prior to being allowed entry to the facility. A valid driver's license or other type of picture identification will be the only form of identification accepted.
 - B. Officers will require all visitors to sign the green Inmate Visitation Log that is kept in the public visitation booth, prior to being allowed into the facility. The visitor must include the following information on the Visiting Log:
 - 1. Name and Date of Birth of visitor:
 - 2. Address of visitor; and
 - 3. Name of inmate being visited
 - 4. Relationship to the inmate.
 - 5. Date and Time
 - C. Officers will advise all visitors to wait in the Lobby area in the public entrance to the detention facility until such a time that the inmate they desire to visit is in their proper position for the video visitation to begin.
 - D. The visitation officer will call the visitors names from the log, once inside the public visitation booth, the visitation officer will check the visitor's photo ID and verify it with the information on the visitation log and the inmate's visitation list. The visitation officer will then enter the information on the Quick Connect Log (Attachment# 38), along with the visit number the computer generates, for recording purposes. When the inmate is in front of the proper camera, the visitor will be instructed to go to their proper camera. The visitation officer will then enter the visitor's information into OSSI.
 - E. Even though all visits are non-contact video visits, officers may be required to frisk search any visitors. Should the Chief Jailer or designee approve a contact visit or designee (i.e. clergy member) the visitor may be required to consent to be frisk-searched and to have belongings (i.e. briefcases, books) searched for contraband prior to being authorized entry to the facility.
6. Termination of Visiting Privileges:
- A. Detention Officers may recommend termination of visitation privileges under any of the following circumstances:
 - B. Falsification of identification by a visitor to obtain entry to the facility for visiting purposes:

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1. Any court order or pre-trial condition that prohibits contact with a victim or witness (i.e. 50B, assault charge, 50C).
 2. Unruly or disruptive behavior before or during a visit with an inmate (tampering with video equipment)
 3. Any attempt, successful or otherwise, to bring contraband to an inmate
 4. Any other type of behavior that would threaten the security and order of the facility (i.e. gang activity, criminal activity).
 5. Inappropriate dress
 6. Cellphone in the visitation area
- C. Once an officer has made the decision to suspend or terminate a visit. The visitor will be asked to leave the facility. The incident will be reported in the OSSI system and left for the Chief Jailer or designee to review.
- D. If the visitor becomes reluctant or unruly, the officer or designee will request the assistance of a Patrol Officer from the Rockingham County Sheriff's Office to respond to the situation and escort or remove the visitor from the facility. The visitor will be advised at the time they are being removed that a recommendation will be made to the Chief Jailer or designee to terminate their visiting privileges and that they are to contact the Chief Jailer or designee for information concerning any decision made regarding this matter. **Under no circumstances will any detention officer attempt to remove a visitor from the confines of the facility, without adequate assistance.**
- E. Once the visitor has been removed from the facility, the officer and other officials involved will each complete an incident report describing the events that took place and the action taken.
- F. Copies of all incident reports will be forwarded to the Chief Jailer for review. The Chief Jailer will be responsible for making a final determination as to whether the visitor will be prohibited from visiting with an inmate at the facility.
- G. Should the Chief Jailer concur with the recommendation to terminate a visitor's visiting privileges, the Chief Jailer will instruct officers to remove the visitor's name from the visiting list and advise the inmate of the action and the reason(s) for the same.
- H. Reinstatement of an individual's visitation privileges will only be authorized with the expressed approval of the Chief Jailer or designee. Any appeal made by an inmate or visitor to reinstate visitation privileges must be forwarded directly to the Chief Jailer or designee.